



# CompTIA Continuing Education User Guide

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## Overview

Effective January 1, 2011, all new CompTIA A+, CompTIA Network+ and CompTIA Security+ certifications will be valid for three years from the date the candidate is certified. After three years, the certification must be renewed. This can be done by passing the most current exam for a respective certification or by participating in CompTIA's new continuing education program, which will allow individuals to keep their skills current and their certification up to date without retesting.

The CompTIA Continuing Education (CE) Program has been designed to allow individuals a cost-effective method for keeping certifications current through the completion of variety of activities that demonstrate relevant industry knowledge.

## Guidance on CompTIA CE Enrollment for DoD IA Workforce Members

The CompTIA Continuing Education Program launched on January 1, 2011. If you are a military service member or civilian employee or Contractor of DoD and hold a baseline IA certification in fulfillment of 8570 requirements you have until December 31, 2011 to enroll in this program or earn a CompTIA certification with a CE designation.

Recently the DoD has changed its policy as to making annual CE payments on behalf of IA personnel. Please check with your component point of contact to find if your CE fees will be paid for or if you will be responsible for paying your annual CE fees.

## DoD Personnel and Defense Workforce Certification Application

If you are a military service member or civilian employee or contractor of DoD and hold a baseline IA certification in fulfillment of 8570 requirements, you must first enroll in the CompTIA Continuing Education Program then log into the Defense Military Data Center (DMDC) site and authorize CompTIA to validate.

<https://www.dmdc.osd.mil/appj/dwc/index.jsp>

If you have logged into the DMDC site and authorized CompTIA to validate prior to enrolling in the CE program you must go back into the DMDC site and click the Release Additional Certifications button. This will update the DMDC site with the CompTIA enrollment information.

**IMPORTANT INFORMATION:** When you register on the DMDC website the name you enter on this site **MUST** match 100% to your name in your CompTIA record. If it does not match 100% your record will be in an "unknown" status until the information is correctly entered and resubmitted.

## How do I Enroll in the CompTIA Continuing Education Program?

1. Login to the [Candidate Database](#)



The screenshot shows the CompTIA Candidate Login page. At the top, the CompTIA logo is on the left, and the tagline "Advancing the Global IT Industry" is on the right. Below this is a red banner with the text "Candidate Login". The main content area has a heading "Please login using your Login ID and Password." followed by an important note: "IMPORTANT: If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the 'Never logged in before?' link below." Below the text are two input fields: "CompTIA Career ID" and "Password". To the right of the Password field is a link "Forgot your password or login ID?". Below the input fields is a "Login" button. At the bottom of the login area is a link "Never logged in before?". The footer of the page contains the text "CompTIA".

2. Click on the Continuing Education menu item

CompTIA

Advancing the Global IT Industry

CompTIA

Logout

SUPPORT

Home

Demographics

History

Certifications

Continuing Education

Fulfillment

Transcripts

Welcome to the Certification Tracking System.

From here you may:

- Update your demographics
- View a history of exams
- Track your certification status
- Check your fulfillment status
- Manage your transcripts

Note for DoD personnel:

If you are a military service member or civilian employee of DoD and hold a baseline IA certification in fulfillment of 8570 requirements, you must register and release your certification information in the Defense Workforce Certification Application (DWCA). <https://www.dmdc.osd.mil/appj/dwc/index.jsp>.

News

2010-Nov-03

Get Involved Banner

Get Involved Banner

CompTIA

3. Click on Enroll in the menu bar or the Enroll link in the text

Home

Demographics

History

Certifications

Continuing Education

Fulfillment

Transcripts

Enroll

Code of Ethics Policy

CE Maintenance Fees

Continuing Education Units

Audit history

Continuing Education Instructions

(Please print this page for your reference)

Welcome to the CompTIA Continuing Education (CE) Program. This program has been designed to provide a variety of relevant and cost effective methods for keeping your CompTIA certification(s) current.

**Important:** All communications regarding the CE program will be sent to the email address you have tied to your candidate record. To ensure you receive all the current CE program information and notifications please keep your email address current. Email can be updated by going to the Demographics tab.

Those certified on or before 12/31/10 must complete the following steps before submitting continuing education units.

1. Enroll in the CE Program

2. Sign and [CompTIA Candidate Code of Ethics Policy](#)

3. Pay [CE Maintenance Fees](#)

Note: We recommend you participate at the highest level of CompTIA certification held to ensure the maximum benefit of this program.

If you choose to participate in CE program level for:	And you hold the following valid certification(s):	Completion of CE or passing a qualifying higher-level certification earns you:
CompTIA A+	CompTIA A+	CompTIA A+ ce
CompTIA A+	CompTIA A+, CompTIA Network+	CompTIA A+ ce
CompTIA A+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA Network+ would not be renewed
CompTIA A+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA A+ ce
CompTIA A+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA Network+ and CompTIA Security+ would not be renewed
CompTIA A+	CompTIA A+, CompTIA Security+	CompTIA A+ ce
CompTIA A+	CompTIA A+, CompTIA Security+	CompTIA Security+ would not be renewed
CompTIA Network+	CompTIA Network+	CompTIA Network+ ce
CompTIA Network+	CompTIA A+, CompTIA Network+	CompTIA A+ce, CompTIA Network+ce
CompTIA Network+	CompTIA Network+, CompTIA Security+	CompTIA Network+ce
CompTIA Network+	CompTIA Network+, CompTIA Security+	CompTIA Security+ would not be renewed
CompTIA Network+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA A+ ce, CompTIA Network+ ce
CompTIA Network+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA Security+ would not be renewed

4. Click on the Enroll button

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### Continuing Education Enrollment

Please click on the "Enroll" button below to begin.

Enroll

## Where do I sign the Code of Ethics Policy?

1. Login to the [Candidate Database](#)



The screenshot shows the CompTIA website header with the logo and tagline "Advancing the Global IT Industry". Below the header is a red banner labeled "Candidate Login". The main content area contains instructions to login with a Login ID and Password. It includes an important note about first-time login requirements since October 15, 2009. There are input fields for "CompTIA Career ID" and "Password", a "Login" button, and links for "Forgot your password or login ID?" and "Never logged in before?".

CompTIA Advancing the Global IT Industry

**Candidate Login**

Please login using your Login ID and Password.

**IMPORTANT:** If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the "Never logged in before?" link below.

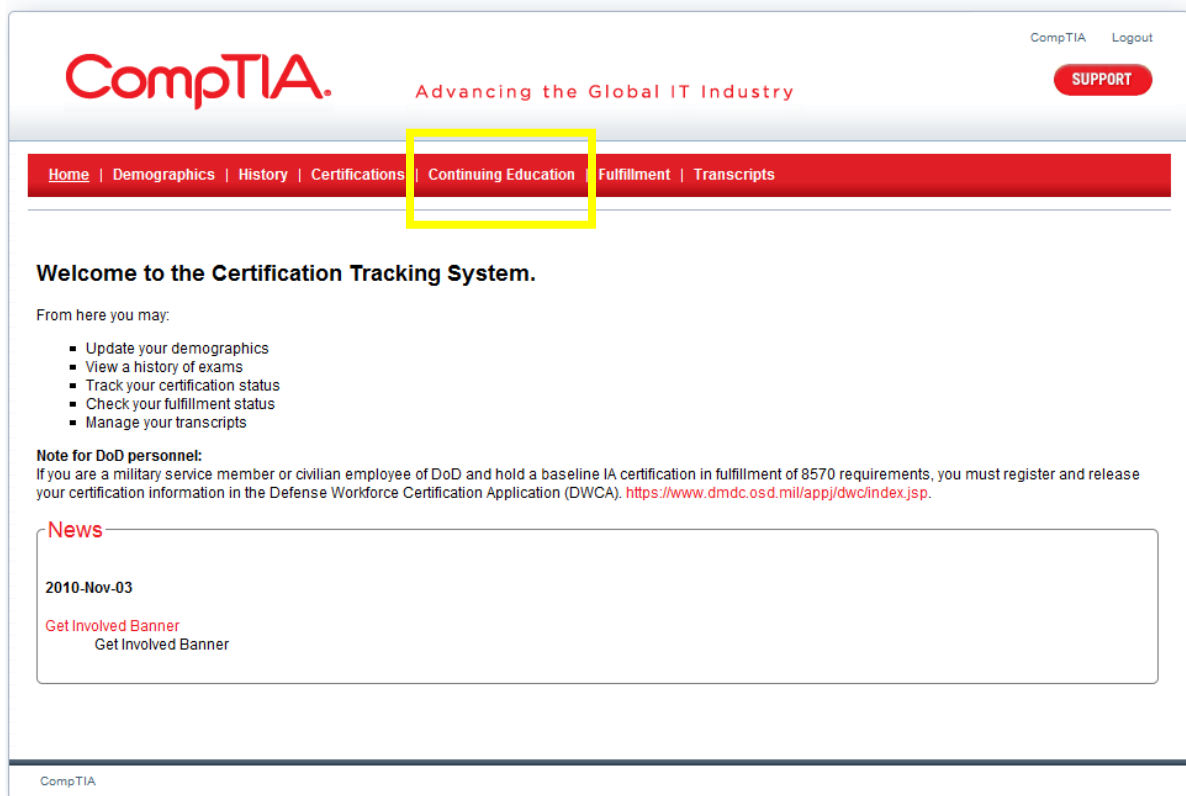
CompTIA Career ID

Password  [Forgot your password or login ID?](#)

[Never logged in before?](#)

CompTIA

2. Click on the Continuing Education menu item



3. Click on Code of Ethics Policy in menu bar or click on CompTIA Code of Ethics Policy in the text

## Continuing Education Instructions

(Please print this page for your reference)

Welcome to the CompTIA Continuing Education (CE) Program. This program has been designed to provide a variety of relevant and cost effective methods for keeping your CompTIA certification(s) current.

**Important:** All communications regarding the CE program will be sent to the email address you have tied to your candidate record. To ensure you receive all the current CE program information and notifications please keep your email address current. Email can be updated by going to the Demographics tab.

Those certified on or before 12/31/10 must complete the following steps before submitting continuing education units.

1. Enroll in the CE Program
2. Sign the CompTIA Candidate Code of Ethics Policy
3. Pay CE Maintenance Fees

**Note:** We recommend you participate at the highest level of CompTIA certification held to ensure the maximum benefit of this program.

If you choose to participate in CE program level for:	And you hold the following valid certification(s):	Completion of CE or passing a qualifying higher-level certification earns you:
CompTIA A+	CompTIA A+	CompTIA A+ ce
CompTIA A+	CompTIA A+, CompTIA Network+	CompTIA A+ ce CompTIA Network+ would not be renewed
CompTIA A+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA A+ ce CompTIA Network+ and CompTIA Security+ would not be renewed
CompTIA A+	CompTIA A+, CompTIA Security+	CompTIA A+ ce CompTIA Security+ would not be renewed
CompTIA Network+	CompTIA Network+	CompTIA Network+ ce
CompTIA Network+	CompTIA A+, CompTIA Network+	CompTIA A+ce, CompTIA Network+ce
CompTIA Network+	CompTIA Network+, CompTIA Security+	CompTIA Network+ce CompTIA Security+ would not be renewed
CompTIA Network+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA A+ ce, CompTIA Network+ ce CompTIA Security+ would not be renewed



Read the Code of Ethics Policy and check the boxes next to the following:

- I am at least 18 years of old.
- Agree to Policy

#### 4. Click on the Submit button

All persons having obtained any CompTIA certification or certificate program ("Certified Person") and taking part in CompTIA's Continuing Education Program ("CCEP") must agree that they have read and will abide by the terms and conditions of this CompTIA Candidate Code of Ethics Policy ("Ethics Policy"), prior to participating in the CCEP. It is a violation of this Ethics Policy for any Certified Person to participate in any incident of cheating, breach of security, misconduct, submission of fraudulent information or any other behavior that could be considered compromising the integrity or confidentiality of any CompTIA certification examination, any CompTIA certification or the CompTIA Continuing Education Program, as determined by CompTIA. All Certified Persons shall adhere to the following:

- All information submitted for participating in and earning units from the CCEP must have been completed by the participating Certified Person.
- A Certified Person shall abide by all the terms and conditions set forth in the CompTIA Candidate Agreement.
- A Certified Person shall only submit continuing education unit's that they themselves have completed.
- A Certified Person shall only provide accurate and authentic information for earning continuing education units.
- A Certified Person shall abide by the CompTIA Continuing Education Audit Policies as set forth by CompTIA from time to time.
- A Certified Person shall offer and provide professional services with integrity.
- A Certified Person shall perform professional services in a manner that is fair and reasonable to clients, principals, partners and employers, and shall disclose conflict(s) of interest in providing such services.
- A Certified Person shall not disclose any confidential client information without the specific consent of the client.
- A Certified Person will always conduct themselves in a manner which enhances the image of the profession.
- A Certified Person shall provide services to clients competently and maintain the necessary knowledge and skill to continue to do so in those areas in which they are certified.
- A Certified Person shall not solicit clients through false or misleading communications or advertisements.
- In the course of performing professional activities, a Certified Person shall not engage in conduct involving dishonesty, fraud, deceit or misrepresentation, or knowingly make a false or misleading statement to a client, employer, employee, professional colleague, governmental or other regulatory body or official, or any other person or entity.

#### Procedural Requirements for CompTIA Continuing Education Code of Ethics Policy

##### *Notice of Violations and Sanctions*

If it is determined that any Certified Person has violated this Ethics Policy, CompTIA will send such Certified Person a written notice of violations and applicable sanctions and a copy of CompTIA's Appeals Policy and Process.

##### *Remedies for Violating the Candidate Conduct Policy*

Any Certified Person determined by CompTIA to have violated this Ethics Policy shall, if determined necessary or appropriate by CompTIA based upon the seriousness of the incident or violation:

☐ I am at least 18 years old.

☐ Agree to Policy

Submit

## Where do I pay my annual fees?

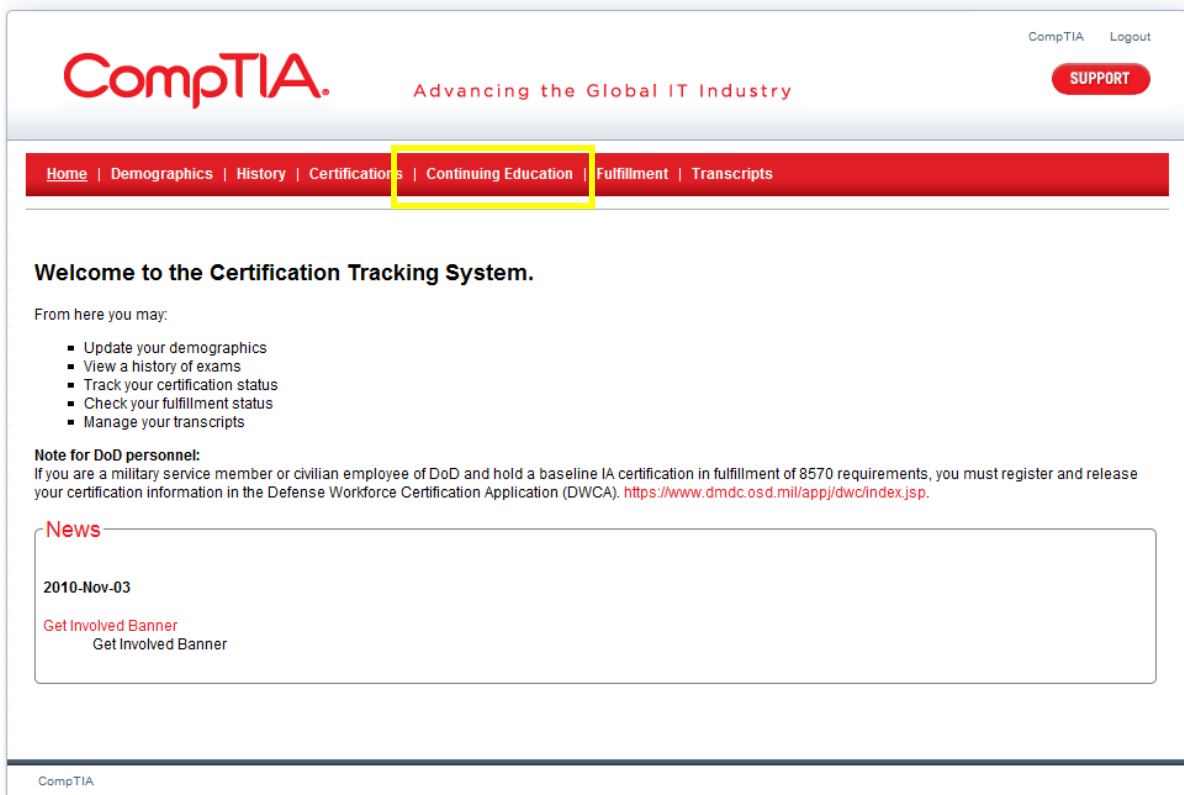
Recently the DoD has changed its policy as to making annual CE payments on behalf of IA personnel. Please check with your component point of contact to find if your CE fees will be paid for or if you will be responsible for paying your annual CE fees.

1. Login to the [Candidate Database](#)



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2. Click on the Continuing Education menu item



The screenshot shows the CompTIA Certification Tracking System home page. At the top, the CompTIA logo is on the left, and the tagline "Advancing the Global IT Industry" is on the right. To the right of the tagline is a "SUPPORT" button. Below the logo and tagline is a red navigation bar with links: "Home", "Demographics", "History", "Certifications", "Continuing Education", "Fulfillment", and "Transcripts". The "Continuing Education" link is highlighted with a yellow box. Below the navigation bar, the heading "Welcome to the Certification Tracking System." is followed by a list of actions: "Update your demographics", "View a history of exams", "Track your certification status", "Check your fulfillment status", and "Manage your transcripts". Below this is a "Note for DoD personnel:" section with a paragraph of text and a link: "https://www.dmdc.osd.mil/appj/dwc/index.jsp". At the bottom, there is a "News" section with a date "2010-Nov-03" and a link "Get Involved Banner". The footer of the page shows the CompTIA logo.

- Click on CE Maintenance Fees in the menu bar or click on the CE Maintenance Fees link in the text

Home | Demographics | History | Certifications | Continuing Education | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

### Continuing Education Instructions

(Please print this page for your reference)

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**Important:** All communications regarding the CE program will be sent to the email address you have tied to your candidate record. To ensure you receive all the current CE program information and notifications please keep your email address current. Email can be updated by going to the Demographics tab.

Those certified on or before 12/31/10 must complete the following steps before submitting continuing education units.

- Enroll in the CE Program
- Sign the ~~CompTIA Candidate Code of Ethics Policy~~
- Pay CE Maintenance Fees

**Note:** We recommend you participate at the highest level of CompTIA certification held to ensure the maximum benefit of this program.

If you choose to participate in CE program level for:	And you hold the following valid certification(s):	Completion of CE or passing a qualifying higher-level certification earns you:
CompTIA A+	CompTIA A+	CompTIA A+ ce
CompTIA A+	CompTIA A+, CompTIA Network+	CompTIA A+ ce CompTIA Network+ would not be renewed
CompTIA A+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA A+ ce CompTIA Network+ and CompTIA Security+ would not be renewed
CompTIA A+	CompTIA A+, CompTIA Security+	CompTIA A+ ce CompTIA Security+ would not be renewed
CompTIA Network+	CompTIA Network+	CompTIA Network+ ce
CompTIA Network+	CompTIA A+, CompTIA Network+	CompTIA A+ce, CompTIA Network+ce
CompTIA Network+	CompTIA Network+, CompTIA Security+	CompTIA Network+ce CompTIA Security+ would not be renewed
CompTIA Network+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA A+ ce, CompTIA Network+ ce CompTIA Security+ would not be renewed

The following screen will only display if you have an A+, Network+ and/or Security+ certifications or a combination of these certifications. You will need to choose an intent level.

If a participant has two certifications and chooses to enroll in the highest level of certification, their lower-level certification will be tied to the program and upon completion of the CE program they would be granted both new CE certifications. CompTIA Security+ is considered the highest-level certification of the three, followed by CompTIA Network+ and CompTIA A+, respectively.

So for example, a person holding both CompTIA A+ and CompTIA Network+ certifications could fulfill CE requirements for both by completing only the CompTIA Network+ce program, but not by completing the CompTIA A+ce program.

#### 4. Select the Certification Intent Level

From the drop down list below select your intended CE Certification Path.

Reminder: We recommend you participate at the highest level of CompTIA certification held to ensure the maximum benefit of this.

If you choose to participate in CE program level for:	And you hold the following valid certification(s):	Completion of CE or passing a qualifying higher-level certification earns you:
CompTIA A+	CompTIA A+	CompTIA A+ <sub>ce</sub>
CompTIA A+	CompTIA A+, CompTIA Network+	CompTIA A+ <sub>ce</sub> CompTIA Network+ would not be renewed
CompTIA A+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA A+ <sub>ce</sub> CompTIA Network+ and CompTIA Security+ would not be renewed
CompTIA Network+	CompTIA Network+	CompTIA Network+ <sub>ce</sub>
CompTIA Network+	CompTIA A+, CompTIA Network+	CompTIA A+ <sub>ce</sub> , CompTIA Network+ <sub>ce</sub>
CompTIA Network+	CompTIA Network+, CompTIA Security+	CompTIA Network+ <sub>ce</sub> CompTIA Security+ would not be renewed
CompTIA Network+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA A+ <sub>ce</sub> , CompTIA Network+ <sub>ce</sub> CompTIA Security+ would not be renewed
CompTIA Network+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA A+ <sub>ce</sub> , CompTIA Network+ <sub>ce</sub> CompTIA Security+ would not be renewed
CompTIA Security+	CompTIA Security+	CompTIA Security+ <sub>ce</sub>
CompTIA Security+	CompTIA A+, CompTIA Security+	CompTIA A+ <sub>ce</sub> , CompTIA Security+ <sub>ce</sub>
CompTIA Security+	CompTIA Network+, CompTIA Security+	CompTIA Network+ <sub>ce</sub> , CompTIA Security+ <sub>ce</sub>
CompTIA Security+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA A+ <sub>ce</sub> , CompTIA Network+ <sub>ce</sub> , CompTIA Security+ <sub>ce</sub>

#### CE Intent

Intended path

CE CompTIA Security+

Please make a selection
CE CompTIA A+
CE CompTIA Security+

5. If you are using one CE Token to pay for CE Fees, enter the Token in the Token Code field.
6. If you are using multiple CE Tokens you would enter the Tokens in the remaining Token Code fields.
7. Click on the Submit button.

Name	Login	Email	
------	-------	-------	--

[Return to search](#)

[Candidate Summary](#) | [Demographics](#) | [History](#) | [Certifications](#) | [Continuing Education](#) | [Fulfillment](#) | [Transcripts](#) | [Parature](#)  
[Enrollment](#) | [Sign agreement](#) | [CE Fees](#) | [Add Continuing Education Units](#) | [Audit history](#)

Each year you are required to pay an annual CE maintenance fee prior to submitting your continuing education units. At this time you have the option to pay only for the first year of the program or you can increase the number of years to pay in advance. Reminder - If you plan to complete your CE program before the program expires you must have all CE program fees paid.

Fees that are currently required are checked below.

**NOTE: Each fee payment is a separate fee transaction.**

If you would like to pay fees for additional years click the up arrow next to the Years.

#### CE Certification Fees

Remaining Yearly Maintenance fee: \$0.00

Name	Years	Price
<input type="checkbox"/> CE Annual Fee (Network+/Security+)	1	\$49.00

[Next](#)

#### CE Tokens (If you have been provided CE token code(s) please enter it below)

Token Code :

[Submit](#)

If your CE Token was accepted you will receive a Token code(s) accepted message. You would then proceed to add Continuing Education Units (CEUs).

Name	Login	Email	
------	-------	-------	--

[Return to search](#)

[Candidate Summary](#) | [Demographics](#) | [History](#) | [Certifications](#) | [Continuing Education](#) | [Fulfillment](#) | [Transcripts](#) | [Parature](#)  
[Enrollment](#) | [Sign agreement](#) | [CE Fees](#) | [Add Continuing Education Units](#) | [Audit history](#)

■ Token code(s) accepted

Each year you are required to pay an annual CE maintenance fee prior to submitting your continuing education units. At this time you have the option to pay only for the first year of the program or you can increase the number of years to pay in advance. Reminder - If you plan to complete your CE program before the program expires you must have all CE program fees paid.

Fees that are currently required are checked below.

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If you would like to pay fees for additional years click the up arrow next to the Years.

#### CE Certification Fees

Remaining Yearly Maintenance fee: \$0.00

Name	Years	Price
<input type="checkbox"/> CE Annual Fee (Network+/Security+)	1	\$49.00

[Next](#)

If your CE Token code was not accepted you will receive a message stating to contact your component Point of Contact.

Name	Login	Email	
			<a href="#">Return to search</a>

[Candidate Summary](#) | [Demographics](#) | [History](#) | [Certifications](#) | [Continuing Education](#) | [Fulfillment](#) | [Transcripts](#) | [Parature](#)  
[Enrollment](#) | [Sign agreement](#) | [CE Fees](#) | [Add Continuing Education Units](#) | [Audit history](#)

- One or more of your token codes are invalid. Please verify the CE Token with your component Point of Contact or the person who provided you with the CE Token information. CompTIA distributes the tokens to the purchasing organization but does not track or monitor the distribution or ongoing management of these tokens for the individual candidates.

Each year you are required to pay an annual CE maintenance fee prior to submitting your continuing education units. At this time you have the option to pay only for the first year of the program or you can increase the number of years to pay in advance. Reminder - If you plan to complete your CE program before the program expires you must have all CE program fees paid.

Fees that are currently required are checked below.

**NOTE: Each fee payment is a separate fee transaction.**

If you would like to pay fees for additional years click the up arrow next to the Years.

#### CE Certification Fees

Remaining Yearly Maintenance fee: \$0.00

	Name	Years	Price
<input type="checkbox"/>	CE Annual Fee (Network+/Security+)	1	\$49.00

[Next](#)

CE Tokens (If you have been provided CE token code(s) please enter it below)

Token Codes:

If you are not using CE Tokens for payment.

8. Make sure the check box next to CE Annual Fee is checked
9. If you would like to pay for multiple years click on the up arrow beneath the years, otherwise click on the Submit button.

NameLoginEmailReturn to search

[Candidate Summary](#) | [Demographics](#) | [History](#) | [Certifications](#) | [Continuing Education](#) | [Fulfillment](#) | [Transcripts](#) | [Parature Enrollment](#) | [Sign agreement](#) | [CE Fees](#) | [Add Continuing Education Units](#) | [Audit history](#)

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Fees that are currently required are checked below.

**NOTE: Each fee payment is a separate fee transaction.**

If you would like to pay fees for additional years click the up arrow next to the Years.

**CE Certification Fees**

Remaining Yearly Maintenance fee: \$0.00

Name	Years	Price
<input checked="" type="checkbox"/> CE Annual Fee (Network+/Security+)	1	\$49.00

Next

**CE Tokens (If you have been provided CE token code(s) please enter it below)**

Token Codes:

Submit

10. Verify payment and click on the Make Purchase button.

CompTIA LogoutSUPPORT

[Home](#) | [Demographics](#) | [History](#) | [Certifications](#) | [Continuing Education](#) | [Fulfillment](#) | [Transcripts](#)

[Enroll](#) | [Code of Ethics Policy](#) | [CE Maintenance Fees](#) | [Continuing Education Units](#) | [Audit history](#)

Please review your purchase.

- To change your purchase click on the Back button.
- To continue click on the Make Purchase button where you will be taken to the PayPal website to complete your transaction.

**NOTE: A PayPal browser window will open over the Confirm Purchase page. When you have completed your payment, close the PayPal window and you will see the CE Confirm Purchase page again.**

To view current payment History:

1. Click on the History tab
2. Click on CE Maintenance Fee Transaction

**CE Certification Fees**

Name	Years	Price	Total
CE Annual Fee (Network+/Security+)	1	\$49.00	\$49.00

Make Purchase

Back

You may choose to pay your CE Fees via your PayPal account or you can click on the Don't have a PayPal account and pay via echeck, American Express, Discover, Visa or MasterCard.

Welcome to the new PayPal checkout - a faster, easier way for you to complete your purchase.


## The Computing Technology Industry Association, Inc

**Your order summary**

Descriptions	Amount
CE Annual Fee (Network+/Security+)	\$49.00
Item number: COMPTIACE003	
Item price: \$49.00	
Quantity: 1	
<b>Item total</b>	<b>\$49.00</b>
<b>Total \$49.00 USD</b>	

**Choose a way to pay**

**Log in to my PayPal account**



Email

PayPal password

**Log In**

[Forgot your email address or password?](#)

**Don't have a PayPal account?**

Pay with your debit or credit card as a PayPal Guest

## Where can I find a record of the Continuing Education Fees I have paid?

1. Login to the [Candidate Database](#)

 **CompTIA.** Advancing the Global IT Industry

CompTIA

**Candidate Login**

Please login using your Login ID and Password.

**IMPORTANT:** If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the "Never logged in before?" link below.

CompTIA Career ID

Password

**Forgot your password or login ID?**

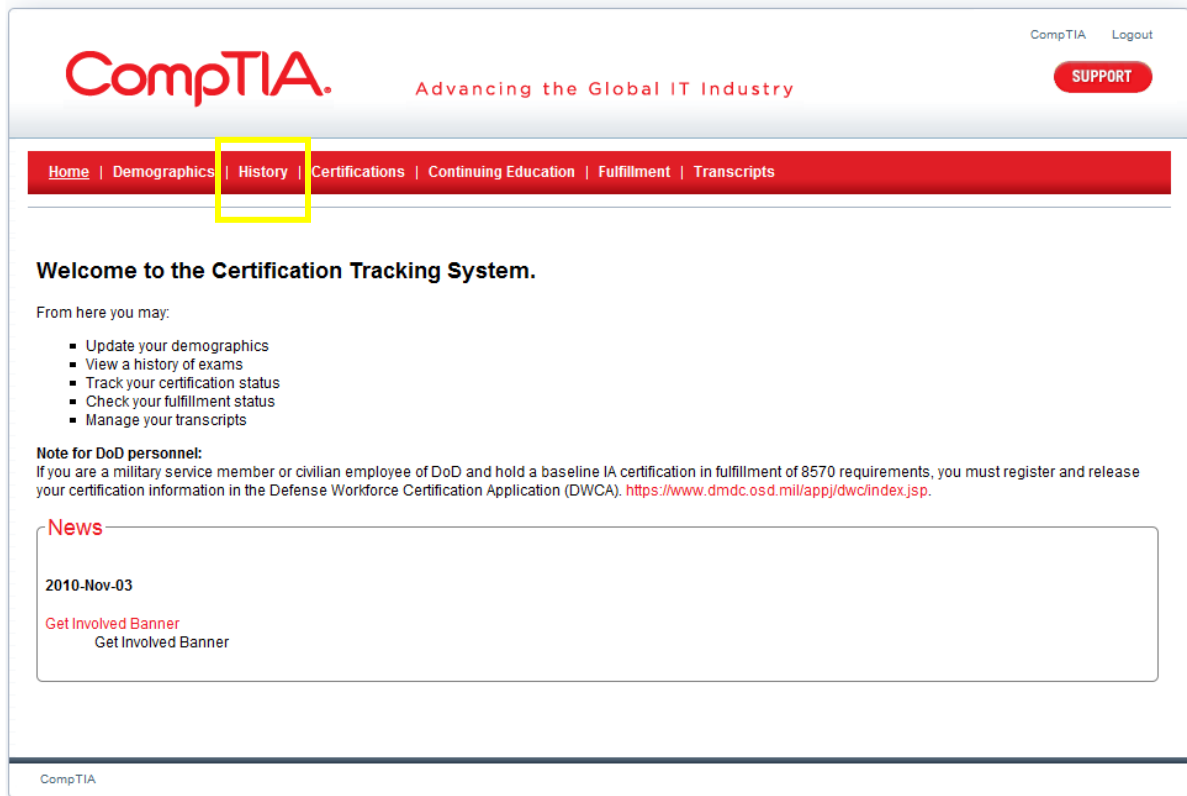
**Login**

[Never logged in before?](#)

CompTIA



## 2. Click on the History menu item



The screenshot shows the CompTIA website header with the logo and tagline "Advancing the Global IT Industry". A red navigation bar contains links: Home, Demographics, History, Certifications, Continuing Education, Fulfillment, and Transcripts. The "History" link is highlighted with a yellow box. Below the navigation bar, the page title is "Welcome to the Certification Tracking System." followed by a list of actions: Update your demographics, View a history of exams, Track your certification status, Check your fulfillment status, and Manage your transcripts. A note for DoD personnel is also present. At the bottom, there is a "News" section with a date "2010-Nov-03" and a "Get Involved Banner" link.

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- Update your demographics
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**Note for DoD personnel:**  
If you are a military service member or civilian employee of DoD and hold a baseline IA certification in fulfillment of 8570 requirements, you must register and release your certification information in the Defense Workforce Certification Application (DWCA). <https://www.dmdc.osd.mil/appj/dwc/index.jsp>.

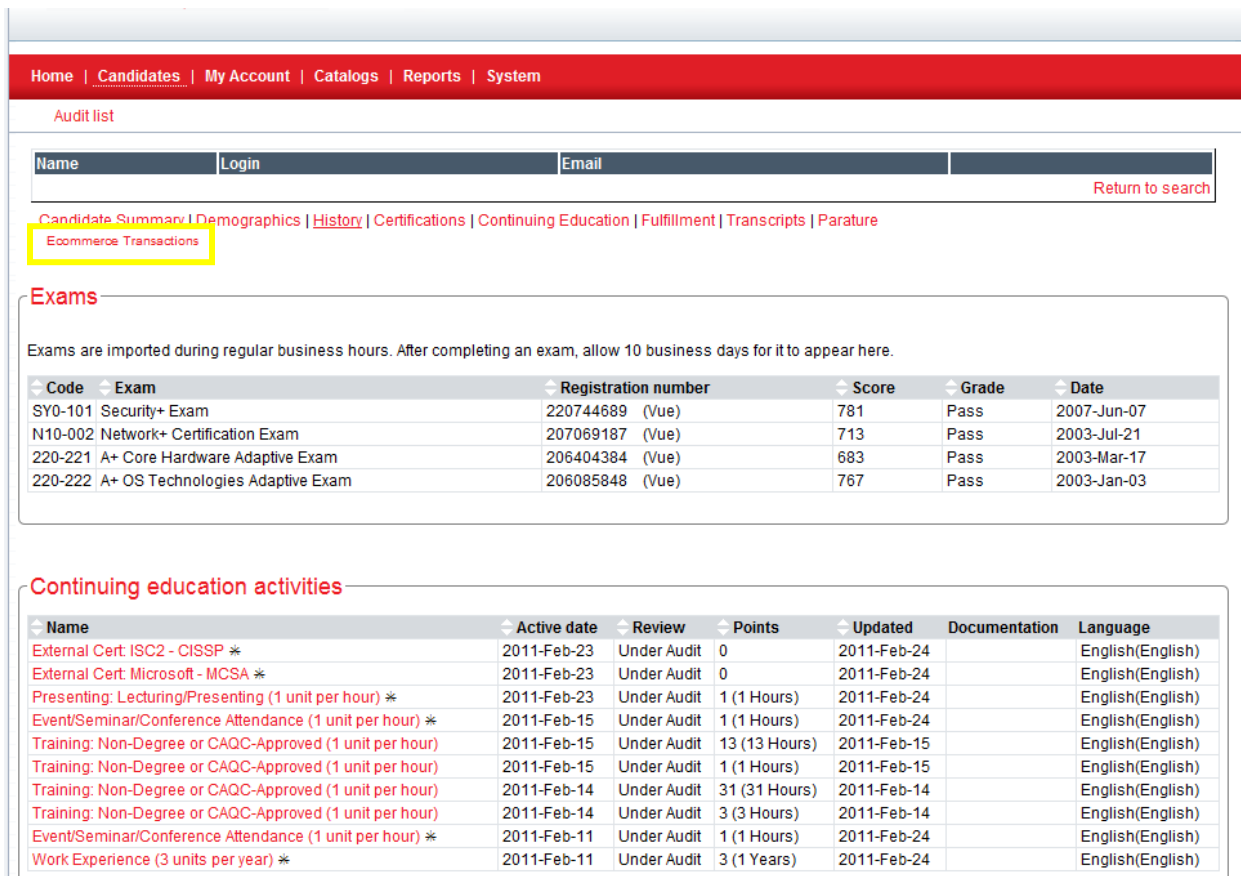
**News**

2010-Nov-03

[Get Involved Banner](#)  
[Get Involved Banner](#)

CompTIA

## 3. Click on Ecommerce Transactions in the menu bar



The screenshot shows the CompTIA website header with the logo and tagline "Advancing the Global IT Industry". A red navigation bar contains links: Home, Candidates, My Account, Catalogs, Reports, and System. The "Candidates" link is highlighted with a yellow box. Below the navigation bar, the page title is "Audit list". A table with columns: Name, Login, Email, and Return to search is shown. Below the table, there is a "Candidate Summary" section with links: Demographics, History, Certifications, Continuing Education, Fulfillment, Transcripts, and Parature. The "Ecommerce Transactions" link is highlighted with a yellow box. Below the "Ecommerce Transactions" link, there is an "Exams" section with a table of exams. Below the "Exams" section, there is a "Continuing education activities" section with a table of activities.

Home | Candidates | My Account | Catalogs | Reports | System

**Audit list**

Name	Login	Email	
			<a href="#">Return to search</a>

**Candidate Summary** | [Demographics](#) | [History](#) | [Certifications](#) | [Continuing Education](#) | [Fulfillment](#) | [Transcripts](#) | [Parature](#)

**Ecommerce Transactions**

**Exams**

Exams are imported during regular business hours. After completing an exam, allow 10 business days for it to appear here.

Code	Exam	Registration number	Score	Grade	Date
SY0-101	Security+ Exam	220744689 (Vue)	781	Pass	2007-Jun-07
N10-002	Network+ Certification Exam	207069187 (Vue)	713	Pass	2003-Jul-21
220-221	A+ Core Hardware Adaptive Exam	206404384 (Vue)	683	Pass	2003-Mar-17
220-222	A+ OS Technologies Adaptive Exam	206085848 (Vue)	767	Pass	2003-Jan-03

**Continuing education activities**

Name	Active date	Review	Points	Updated	Documentation	Language
External Cert: ISC2 - CISSP *	2011-Feb-23	Under Audit	0	2011-Feb-24		English(English)
External Cert: Microsoft - MCSA *	2011-Feb-23	Under Audit	0	2011-Feb-24		English(English)
Presenting: Lecturing/Presenting (1 unit per hour) *	2011-Feb-23	Under Audit	1 (1 Hours)	2011-Feb-24		English(English)
Event/Seminar/Conference Attendance (1 unit per hour) *	2011-Feb-15	Under Audit	1 (1 Hours)	2011-Feb-24		English(English)
Training: Non-Degree or CAQC-Approved (1 unit per hour)	2011-Feb-15	Under Audit	13 (13 Hours)	2011-Feb-15		English(English)
Training: Non-Degree or CAQC-Approved (1 unit per hour)	2011-Feb-15	Under Audit	1 (1 Hours)	2011-Feb-15		English(English)
Training: Non-Degree or CAQC-Approved (1 unit per hour)	2011-Feb-14	Under Audit	31 (31 Hours)	2011-Feb-14		English(English)
Training: Non-Degree or CAQC-Approved (1 unit per hour)	2011-Feb-14	Under Audit	3 (3 Hours)	2011-Feb-14		English(English)
Event/Seminar/Conference Attendance (1 unit per hour) *	2011-Feb-11	Under Audit	1 (1 Hours)	2011-Feb-24		English(English)
Work Experience (3 units per year) *	2011-Feb-11	Under Audit	3 (1 Years)	2011-Feb-24		English(English)

Ecommerce Transactions are displayed in the Ecommerce Transaction History section.

The screenshot shows the CompTIA website with the 'Candidates' menu item selected. The 'Audit list' section contains a table with columns for Name, Login, and Email, and a 'Return to search' link. Below this, the 'Ecommerce Transaction History' section displays two transaction entries. The first entry is for a transaction on Feb-24, 2011, with a total of \$98.00, including two 'CE Annual Fee (Network+/Security+)' items at \$49.00 each. The second entry is for a transaction on Jan-06, 2011, with a total of \$49.00, including one 'CE Annual Fee (Network+/Security+)' item at \$49.00.

Item name	Price
2011-Feb-24 - Transaction ID:	
CE Annual Fee (Network+/Security+)	\$49.00
CE Annual Fee (Network+/Security+)	\$49.00
Total:	\$98.00
2011-Jan-06 - Transaction ID:	
CE Annual Fee (Network+/Security+)	\$49.00
Total:	\$49.00

## Where do I enter my Continuing Education Activities?

1. Login to the [Candidate Database](#)

The screenshot shows the 'Candidate Login' page on the CompTIA website. It includes a login form with fields for 'CompTIA Career ID' and 'Password', a 'Login' button, and a link for 'Forgot your password or login ID?'. A message at the bottom of the form states: 'Please login using your Login ID and Password. IMPORTANT: If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the "Never logged in before?" link below.'

## 2. Click on the Continuing Education menu item

The screenshot shows the CompTIA website. The top navigation bar is red with white text. The 'Continuing Education' menu item is highlighted with a yellow box. Below the navigation bar, the page title is 'Welcome to the Certification Tracking System.' A list of links is provided: 'Update your demographics', 'View a history of exams', 'Track your certification status', 'Check your fulfillment status', and 'Manage your transcripts'. A note for DoD personnel is also present. The 'News' section shows a date '2010-Nov-03' and a link 'Get Involved Banner'.

CompTIA. Advancing the Global IT Industry

CompTIA Logout

SUPPORT

Home | Demographics | History | Certifications | **Continuing Education** | Fulfillment | Transcripts

### Welcome to the Certification Tracking System.

From here you may:

- Update your demographics
- View a history of exams
- Track your certification status
- Check your fulfillment status
- Manage your transcripts

**Note for DoD personnel:**  
If you are a military service member or civilian employee of DoD and hold a baseline IA certification in fulfillment of 8570 requirements, you must register and release your certification information in the Defense Workforce Certification Application (DWCA). <https://www.dmdc.osd.mil/appj/dwc/index.jsp>.

### News

2010-Nov-03

[Get Involved Banner](#)  
Get Involved Banner

CompTIA

## 3. Click on Continuing Education Units in the menu bar

The screenshot shows the CompTIA website. The top navigation bar is red with white text. The 'Continuing Education Units' menu item is highlighted with a yellow box. Below the navigation bar, the page title is 'Continuing Education Instructions'. A list of links is provided: 'Enroll', 'Code of Ethics Policy', 'CE Maintenance Fees', 'Continuing Education Units', and 'Audit history'. The main content area contains instructions for the CE program, including a list of steps to follow and a table of certification requirements.

Home | Demographics | History | Certifications | **Continuing Education** | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | CE Maintenance Fees | **Continuing Education Units** | Audit history

### Continuing Education Instructions

(Please print this page for your reference)

Welcome to the CompTIA Continuing Education (CE) Program. This program has been designed to provide a variety of relevant and cost effective methods for keeping your CompTIA certification(s) current.

**Important:** All communications regarding the CE program will be sent to the email address you have tied to your candidate record. To ensure you receive all the current CE program information and notifications please keep your email address current. Email can be updated by going to the Demographics tab.

Those certified on or before 12/31/10 must complete the following steps before submitting continuing education units.

- Enroll in the CE Program
- Sign the [CompTIA Candidate Code of Ethics Policy](#)
- Pay [CE Maintenance Fees](#)

**Note: We recommend you participate at the highest level of CompTIA certification held to ensure the maximum benefit of this program.**

If you choose to participate in CE program level for:	And you hold the following valid certification(s):	Completion of CE or passing a qualifying higher-level certification earns you:
CompTIA A+	CompTIA A+	CompTIA A+ ce
CompTIA A+	CompTIA A+, CompTIA Network+	CompTIA A+ ce
CompTIA A+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA Network+ would not be renewed
CompTIA A+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA A+ ce
CompTIA A+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA Network+ and CompTIA Security+ would not be renewed
CompTIA A+	CompTIA A+, CompTIA Security+	CompTIA A+ ce
CompTIA A+	CompTIA A+, CompTIA Security+	CompTIA Security+ would not be renewed
CompTIA Network+	CompTIA Network+	CompTIA Network+ ce
CompTIA Network+	CompTIA A+, CompTIA Network+	CompTIA A+ce, CompTIA Network+ce
CompTIA Network+	CompTIA Network+, CompTIA Security+	CompTIA Network+ce
CompTIA Network+	CompTIA Network+, CompTIA Security+	CompTIA Security+ would not be renewed
CompTIA Network+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA A+ ce, CompTIA Network+ ce
CompTIA Network+	CompTIA A+, CompTIA Network+, CompTIA Security+	CompTIA Security+ would not be renewed

4. Click on Continuing education requirements drop-down box to select an activity

CompTIA Advancing the Global IT Industry

Home | Demographics | History | Certifications | Continuing Education | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

**Add continuing education Activities**

Continuing education requirements: College Course (3+ credit hour)

Units: 10

Activity Completion Date MM/DD/YYYY:

Comments:

Documentation language: Unspecified

Documentation: Browse...

Warning: Maximum 1 megabyte ZIP file upload size

Submit

Please refer to the CompTIA Continuing Education Activity Chart for details on which activities are acceptable. [http://certification.comptia.org/getCertified/steps\\_to\\_certification/stayCertified.aspx](http://certification.comptia.org/getCertified/steps_to_certification/stayCertified.aspx)

CompTIA Advancing the Global IT Industry

Home | Demographics | History | Certifications | Continuing Education | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

**Add continuing education Activities**

Continuing education requirements: College Course (3+ credit hour)

Units: College Course (3+ credit hour)

Activity Completion Date MM/DD/YYYY:

Comments:

Documentation language:

Documentation:

External Cert: Cisco - CCIE

External Cert: Cisco - CCIE Security

External Cert: Cisco - CCNA

External Cert: Cisco - CCNA Security

External Cert: Cisco - CCNP

External Cert: Cisco - CCSP

External Cert: Cisco - CCVP

External Cert: ISACA - CISA

External Cert: ISACA - CISM

External Cert: ISC2 - CAP

External Cert: ISC2 - CISSP

External Cert: ISC2 - SSCP

External Cert: Microsoft - MCPST

5. Select the number of Units.

Units are to be entered for activities that require **hours** or **years**. If you are not able to input anything this means you have met the Max CEU's earned for that activity or the activity does not require you to enter hours or years.

CompTIA Advancing the Global IT Industry

Home | Demographics | History | Certifications | Continuing Education | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

**Add continuing education Activities**

Continuing education requirements: Participation on IT-Related Board (2 units per year)

Years: 1

Activity Completion Date MM/DD/YYYY: 12/31/2011

Comments

Documentation language: Unspecified

Documentation:  Browse...

Warning: Maximum 1 megabyte ZIP file upload size

Submit

6. Enter the date the CE Activity was completed

This is the date the presentation, training, certification..etc. was completed, not the day you entered the activity into the CE system.

CompTIA Advancing the Global IT Industry

Home | Demographics | History | Certifications | Continuing Education | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

**Add continuing education Activities**

Continuing education requirements: Presenting: Lecturing/Presenting (1 unit per hour)

Hours: 1

Activity Completion Date MM/DD/YYYY: 12/31/2011

Comments

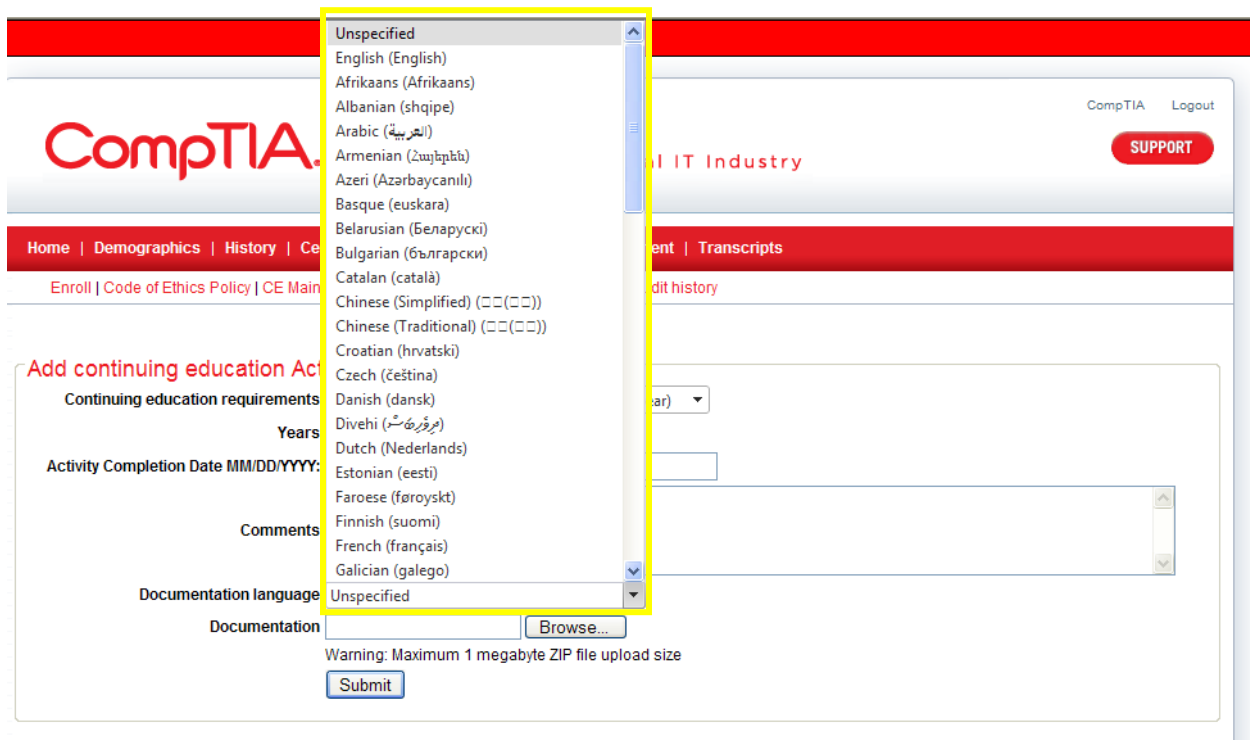
Documentation language: Unspecified

Documentation:  Browse...

Warning: Maximum 1 megabyte ZIP file upload size

Submit

- Click on the Documentation Language drop-down arrow and select the language of your documentation



CompTIA. Advancing the Global IT Industry

Home | Demographics | History | Certifications | Continuing Education | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

**Add continuing education Activities**

Continuing education requirements: Participation on IT-Related Board (2 units per year)

Years: 1

Activity Completion Date MM/DD/YYYY: 12/31/2011

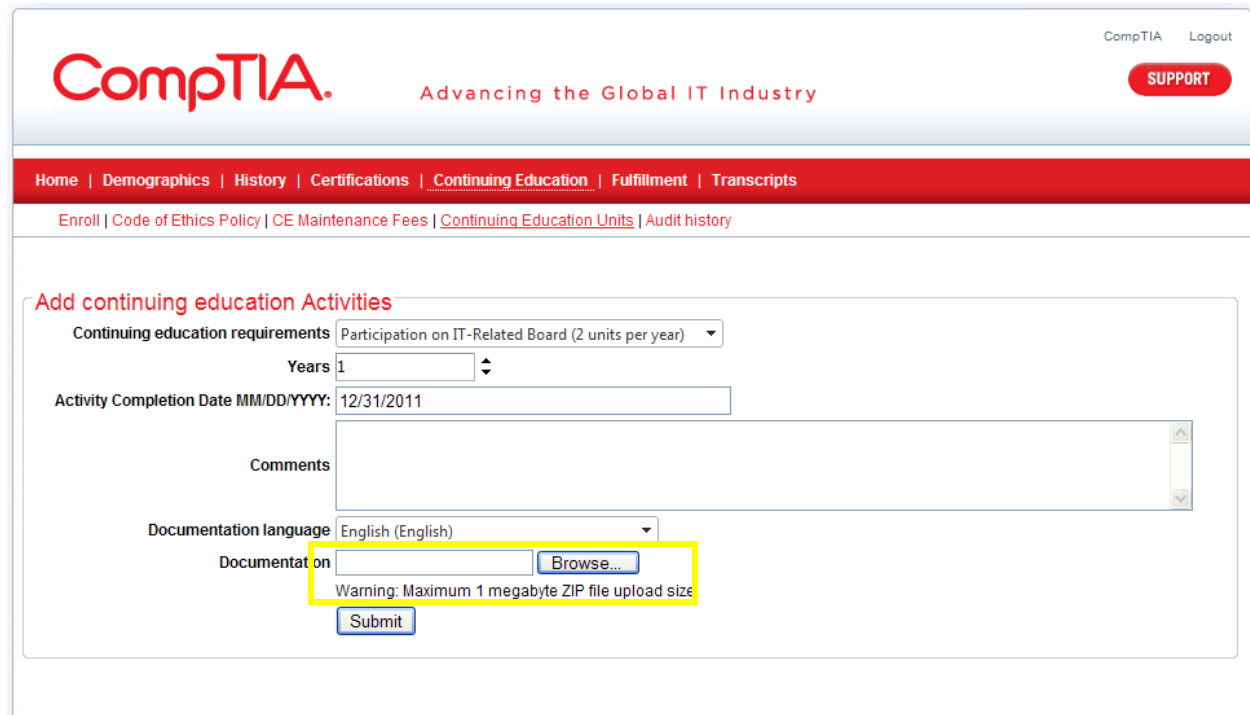
Comments:

Documentation language: Unspecified

Documentation:

Warning: Maximum 1 megabyte ZIP file upload size

- Click on the Browse button to upload your document .zip file.  
Zip files must not be larger than 1 MB.



CompTIA. Advancing the Global IT Industry

Home | Demographics | History | Certifications | Continuing Education | Fulfillment | Transcripts

Enroll | Code of Ethics Policy | CE Maintenance Fees | Continuing Education Units | Audit history

**Add continuing education Activities**

Continuing education requirements: Participation on IT-Related Board (2 units per year)

Years: 1

Activity Completion Date MM/DD/YYYY: 12/31/2011

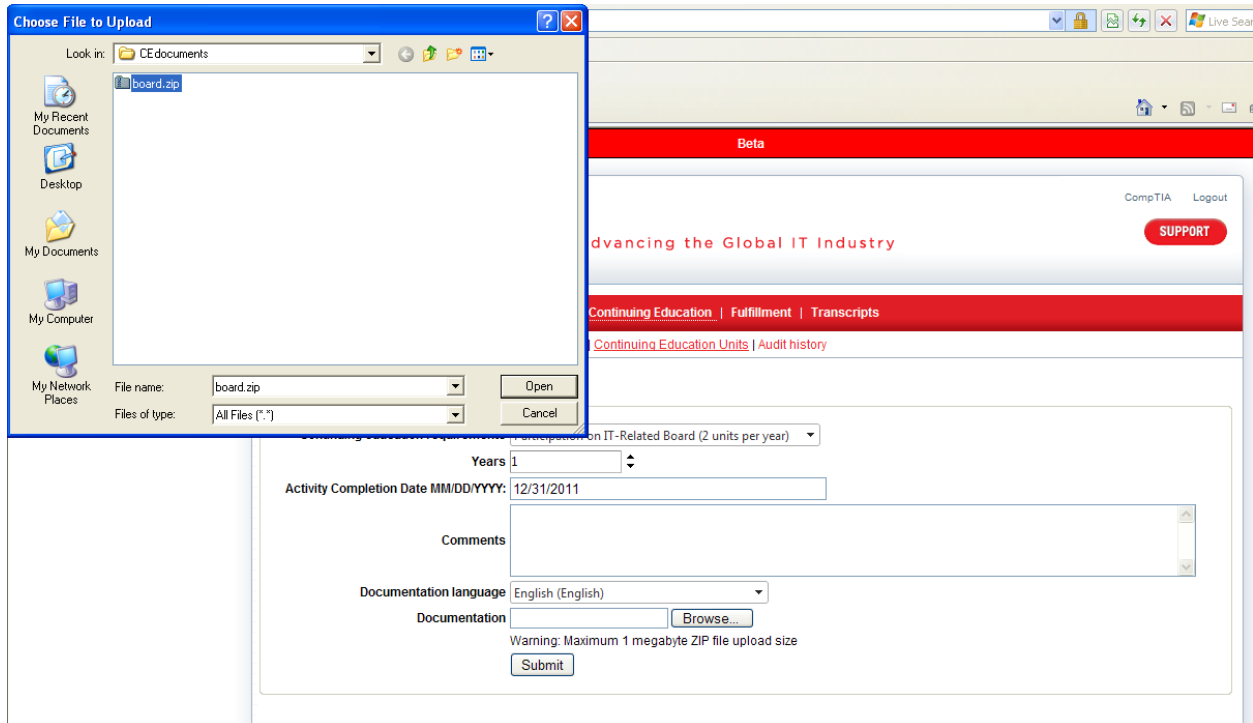
Comments:

Documentation language: English (English)

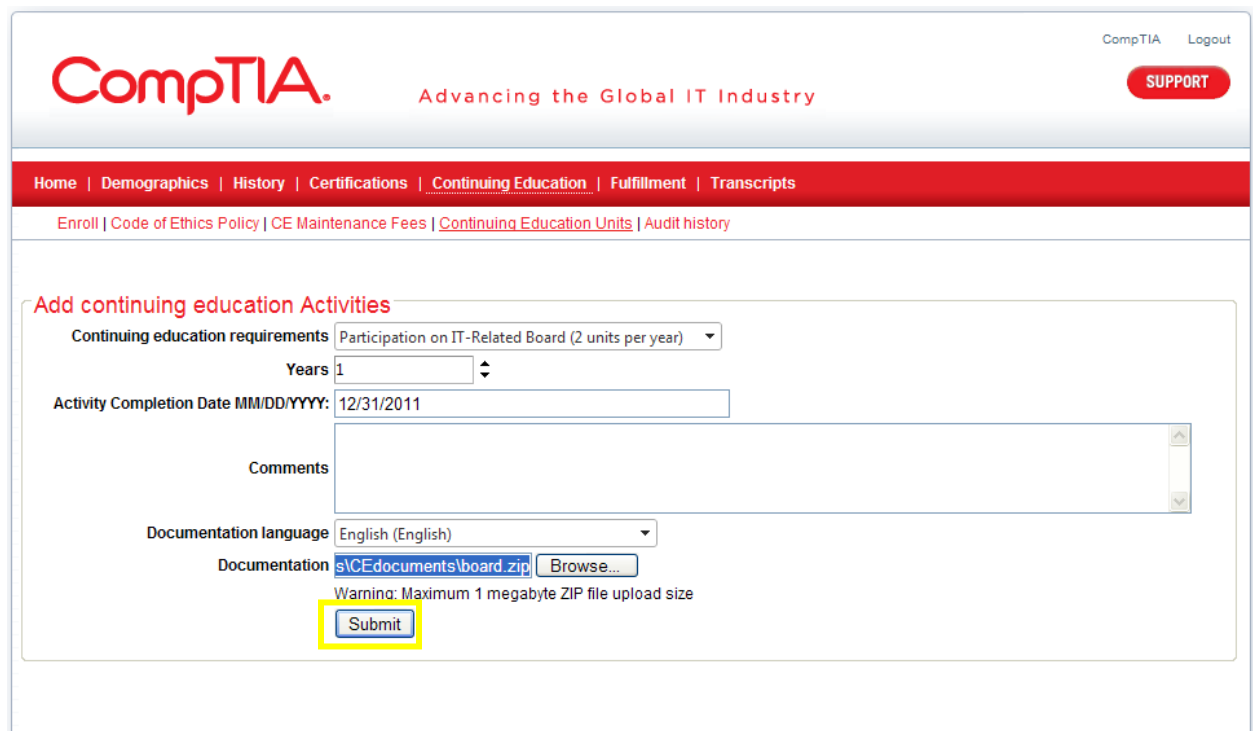
Documentation:

Warning: Maximum 1 megabyte ZIP file upload size

9. Select the .zip file and click on the Open button.



10. Click on the Submit button



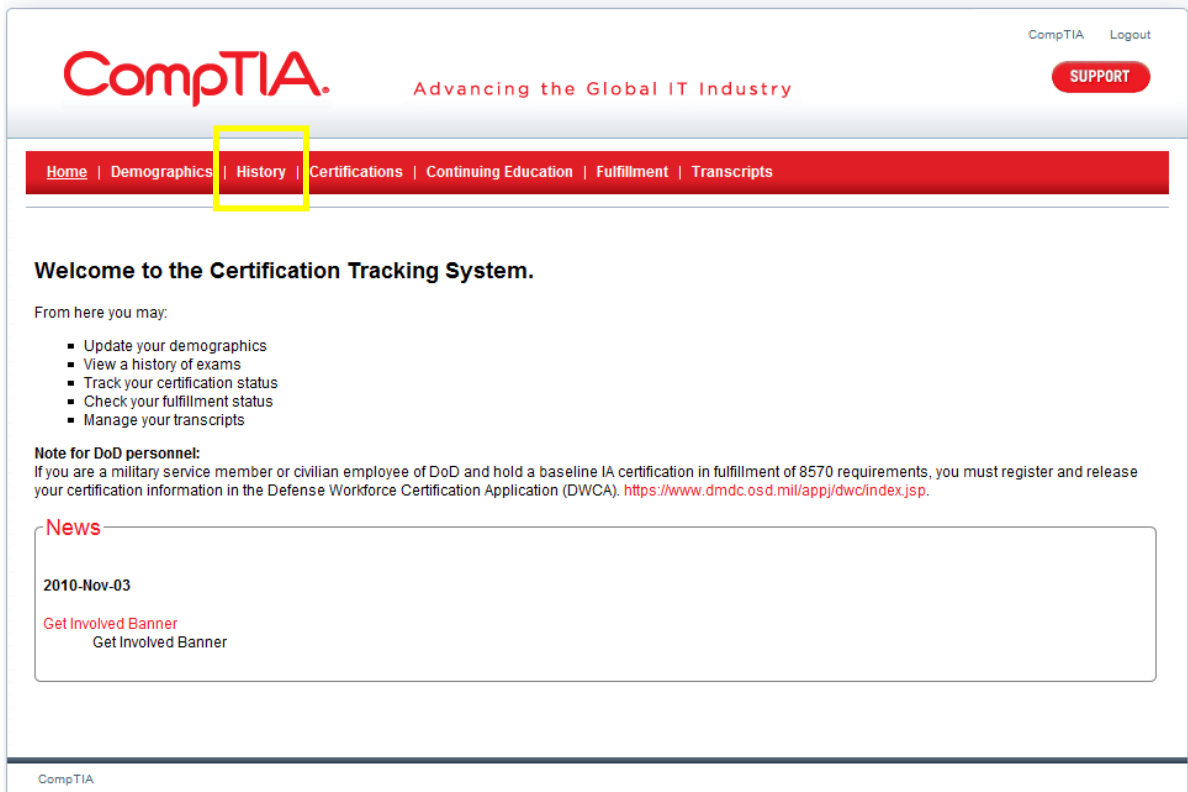
## Where can I find a record of the Continuing Education Activities I've submitted?

1. Login to the [Candidate Database](#)



The screenshot shows the CompTIA Candidate Login page. At the top, the CompTIA logo is on the left, and the tagline "Advancing the Global IT Industry" is on the right. Below this is a red header bar with the text "Candidate Login". The main content area has a message: "Please login using your Login ID and Password." followed by an important note: "IMPORTANT: If this is your first time logging in since Oct. 15, 2009, you must first register by clicking the 'Never logged in before?' link below." There are two input fields: "CompTIA Career ID" and "Password". To the right of the Password field is a link: "Forgot your password or login ID?". Below the input fields is a "Login" button. At the bottom of the login section is a link: "Never logged in before?". The footer of the page says "CompTIA".

2. Click on the History menu item



The screenshot shows the CompTIA Certification Tracking System home page. At the top, the CompTIA logo is on the left, and the tagline "Advancing the Global IT Industry" is on the right. In the top right corner, there are links for "CompTIA" and "Logout", and a red "SUPPORT" button. Below this is a red navigation bar with the following links: "Home", "Demographics", "History", "Certifications", "Continuing Education", "Fulfillment", and "Transcripts". The "History" link is highlighted with a yellow box. The main content area has a heading: "Welcome to the Certification Tracking System." followed by a list of actions: "From here you may:" and a bulleted list: "Update your demographics", "View a history of exams", "Track your certification status", "Check your fulfillment status", and "Manage your transcripts". Below this is a "Note for DoD personnel:" section with a paragraph of text and a URL: "https://www.dmdc.osd.mil/appj/dwc/index.jsp". At the bottom, there is a "News" section with a date "2010-Nov-03" and a link "Get Involved Banner". The footer of the page says "CompTIA".



Continuing education activities submitted by a candidate are listed on the history page in the Continuing education activities section.

[Home](#) | [Candidates](#) | [My Account](#) | [Catalogs](#) | [Reports](#) | [System](#)

Audit list

Name

Login

Email

Return to search

[Candidate Summary](#) | [Demographics](#) | [History](#) | [Certifications](#) | [Continuing Education](#) | [Fulfillment](#) | [Transcripts](#) | [Parature](#) | [Ecommerce Transactions](#)

### Exams

Exams are imported during regular business hours. After completing an exam, allow 10 business days for it to appear here.

Code	Exam	Registration number	Score	Grade	Date
SY0-101	Security+ Exam	220744689 (Vue)	781	Pass	2007-Jun-07
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220-221	A+ Core Hardware Adaptive Exam	206404384 (Vue)	683	Pass	2003-Mar-17
220-222	A+ OS Technologies Adaptive Exam	206085848 (Vue)	767	Pass	2003-Jan-03

### Continuing education activities

Name	Active date	Review	Points	Updated	Documentation	Language
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External Cert: Microsoft - MCSA *	2011-Feb-23	Under Audit	0	2011-Feb-24		English(English)
Presenting: Lecturing/Presenting (1 unit per hour) *	2011-Feb-23	Under Audit	1 (1 Hours)	2011-Feb-24		English(English)
Event/Seminar/Conference Attendance (1 unit per hour) *	2011-Feb-15	Under Audit	1 (1 Hours)	2011-Feb-24		English(English)
Training: Non-Degree or CAQC-Approved (1 unit per hour)	2011-Feb-15	Under Audit	13 (13 Hours)	2011-Feb-15		English(English)
Training: Non-Degree or CAQC-Approved (1 unit per hour)	2011-Feb-15	Under Audit	1 (1 Hours)	2011-Feb-15		English(English)
Training: Non-Degree or CAQC-Approved (1 unit per hour)	2011-Feb-14	Under Audit	31 (31 Hours)	2011-Feb-14		English(English)
Training: Non-Degree or CAQC-Approved (1 unit per hour)	2011-Feb-14	Under Audit	3 (3 Hours)	2011-Feb-14		English(English)
Event/Seminar/Conference Attendance (1 unit per hour) *	2011-Feb-11	Under Audit	1 (1 Hours)	2011-Feb-24		English(English)
Work Experience (3 units per year) *	2011-Feb-11	Under Audit	3 (1 Years)	2011-Feb-24		English(English)